

R E S T R I C T E D

PACMIRS
Camp Ritchie, Md.

OPERATIONAL MEMORANDUM)

6 August 1945

Number 2, Change No 1)

SUBJECT: Advance Copies of Translations

Paragraph 1 is changed to read as follows:

The preparation and dispatch of advance copies of partially checked and unedited translations is intended to expedite the transmission of urgent material as well as material of limited interest and value. In this memorandum, "translations" will refer to manuscripts prepared by translating teams or sections after the original document has been presented to the PACMIRS Panel.

Advance copies will normally consist of typewritten carbon copies of translations still in process of checking and editing. Duplicate carbons will be made at each stage of the translation or production when typing is required. The single carbon copy so prepared will be available upon request as an advance copy. Normally, no more than one advance copy will be dispatched but it may be routed to two or more agencies if necessary.

Paragraph 3 is changed to read as follows:

If the dispatch of an advance copy is approved by the Chief, PACMIRS, he will indicate whether:

a. Further processing and publication will be continued, or

b. Whether no further publication by PACMIRS is contemplated.

In case of the latter the Priority Control Officer will notify

(i) Chief, Military Branch, MIS and

(ii) Supervisor of Reports, MIS

of the dissemination of the advance copy and he will describe the item in sufficient detail to identify it.

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(Par 3, contd)

In cases where more than one agency has requested an advance copy the Priority Control Officer will decide whether additional carbon copies shall be made at the next typing stage of the translation, or whether the single carbon copy prepared pursuant to Paragraph 1 above will be routed to all requesting agencies.

Special typing of translations for the purpose of satisfying requests for advance copies will be avoided. The routing of one carbon copy of a translation will be employed in most cases to satisfy the needs of all requesting agencies. This routing may be expedited wherever necessary.

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